

APPLICATION FOR EMPLOYMENT

The county of Maury is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability of veteran status in employment opportunities and benefits. Maury County adheres to Title VI as well as Title VII.

Overview of the hiring and employment process: This Application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number 931.375.2400.

Prior to completing this Application be sure to read the job description of the position for which you are applying. As you complete this Application, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness
- All applications for employment are a matter of public record
- If you need accommodation in order to complete this Application, please notify the Human Resource Director

GENERAL INFORMATION

Date: _____ Position desired: _____

Are you applying for: _____ full time _____ part-time _____ seasonal

Have you applied with Maury County before? (circle) yes no

Have you been employed by Maury County before? (circle) yes no

Are you a resident of Maury County, Tennessee? (circle) yes no

If no, are you willing to relocate to Maury County within six months of employment? yes no

PERSONAL INFORMATION

Your Name: _____
Last First Middle

Phone #: Home: () Business: ()

Address: _____
Number Street

City State Zip

Do you have a legal right to work in the U.S.? (circle) yes no

Are you over the age of 18? (circle) yes no

Have you ever been convicted of a felony? (note: this may be relevant if job-related, but does not bar you from employment): (circle) yes no

If yes, please explain: _____

Driver's License number (if required by job): _____

EDUCATION AND TRAINING

High School attended: _____

City

State

Zip

Do you have a high school diploma: (circle) yes no

Please list other education you have received:

College/University/Trade Or Business Schools Attended	City/State	Degree Earned? Type of Degree	Major Area Of Study

List other training received (special courses, work training programs, armed forces training, etc.):

List special qualifications and skill (licenses, skills with machines, patents or inventions, publications, etc): _____

PRIOR EMPLOYMENT RECORD

List below all present and past employment information and/or substantive volunteer work:

Name and address of current or most recent employer: _____

Phone number: _____ Your supervisor: _____

Your job title/job responsibilities: _____

Date hired: _____ Date left: _____

Reason for leaving: _____

Starting salary: _____ Ending Salary: _____

May we contact this employer: yes _____ no _____
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Name and address of previous employer: _____

Phone number: _____ Your supervisor: _____

Your job title/job responsibilities: _____

Date hired: _____ Date left: _____

Reason for leaving: _____

Starting salary: _____ Ending Salary: _____

May we contact this employer: yes _____ no _____
.....

Name and address of previous employer: _____

Phone number: _____ Your supervisor: _____

Your job title/job responsibilities: _____

Date hired: _____ Date left: _____

Reason for leaving: _____

Starting salary: _____ Ending Salary: _____

May we contact this employer: yes _____ no _____

REFERENCES

Please, list three or four persons, other than relatives who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Phone

*****IMPORTANT*****

I hear affirm that the information provided on this application (and accompany resume and documents, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I agree to have Maury County perform reference and background checks as necessary for employment consideration with Maury County government. I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

Applicant Signature

Date

* Maury County Government is a Drug Free Workplace and adheres to a zero tolerance policy. All applicants will be required to undergo and pass a drug and alcohol test prior to employment.